TOWN OF GEORGETOWN Office of the Town Administrator

Town Hall ♦ One Library Street ♦ Georgetown, MA 01833 Phone: (978) 352-5755 ♦ Fax: (978) 352-5727

NOTICE OF JOB POSTING FINANCE CLERK (Part Time)

Job Description:

The Finance Clerk provides administrative support to the Town Accountant to ensure accurate maintenance of financial records and accounting of funds; other related work, as required.

Qualifications:

Successful candidate will have a background in accounting or bookkeeping other related field; must possess knowledge of municipal accounting practices and procedures and demonstrate a strong understanding of the laws and regulations pertaining to Massachusetts and Town Government. Candidate must have an attention to detail and accuracy, and have the ability to become proficient with municipal financial software (MUNIS) and PRO PAY.

Essential Duties and Responsibilities:

Communicate with vendors, and consultants.

Verify invoices; verify budget accounts for sufficient balance; run reports for warrants.

Prepare monthly budget report and verify accuracy of totals.

Distribute reports to departments and provide information pertaining to balances and expenditures.

Maintain vendor files; issue W-9 forms; process reports to generate 1099 forms.

Reconcile revolving accounts.

Perform similar or related work as required, directed, or as situation dictates.

To Apply:

Please submit resume and letter of interest to Town Administrator's Office, Georgetown Town Hall, 1 Library Street, Georgetown, MA 01833 via email to mshultz@georgetownma.gov.